

HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT #

09-584A

OPEN PERIOD:

11/30/2009 – 12/21/2009

JOB TITLE:

**Safety & Occupational
Health Specialist**

PAY GRADE AND SERIES:

GS-0018-05/07/09

PAY RANGE:

\$51,805 - \$67,346

POSITION LOCATION:

Port Hueneme, CA.

APPOINTMENT TYPE: PERMANENT - DUAL STATUS
PDCN #: 80268000

Security Clearance Required:

Secret

AREA OF CONSIDERATION: CURRENT CALIFORNIA NATIONAL GUARD MEMBERS/TECHNICIAN

Military grade of E-3 through E-7.

Compatible Military Grade Assignment: AFSC 1S0XX

Key Requirements:
THIS IS A PERMANENT POSITION

This position is located within the Safety Office at an Air National Guard flying wing. Its purpose is to provide recurring technical support for unit Ground, Explosive Safety, and Occupational Health Program.

Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification IS NOT authorized.

PAYMENT OF PERMANENT OF CHANGE OF STATION (PCS): Payment of Permanent Change of Station (PCS) IS NOT authorized, based on a determination that PCS move is not in the Government interest

SUBJECT to NIGHT and/or ROTATING SHIFTS.

Position Requires Travel: Some, 1 to 5 days per month.

QUALIFICATIONS and EVALUATION:

General: Experience, education, and/or training which provided that candidate with a good understanding of administrative methods for accomplishing the work of an organization. This experience must reflect the ability to analyze problems, come up with practical solutions, and to communicate effectively with others.

Safety & Occupational Health Specialist GS-0018-05 (Trainee): Must have 6 months of specialized experience which indicates evidence of the applicant's aptitude for acquiring the knowledge and skills needed, e.g., safety technician work; management support work such as management assistant, personnel assistant, etc.; experience which demonstrates the ability to prepare written administrative material; sample tasks; prepare correspondence, reports, memo for records, etc.; experience communicating and coordinating with military and civilian personnel; experience coordinating work-related matters with peers; experience answering inquiries; experience completing correspondence courses or in-service training in communication skills, e.g., Techniques of Effective Instruction and Methods of Instruction; experience in applying regulations, SOPs, directives, etc., to complete forms and correspondence; experience using regulations, organizational files, SOPs, etc., to prepare replies to letters, endorsements, etc., record mishap data, and complete forms; experience in fact-finding which includes obtaining information through systematic review of reference materials and from persons through interviews and questioning; administrative or technical work that involved preparing non-routine correspondence, reports, instructions, etc.; experience which demonstrates the ability to prepare technical reports and correspondence, critique technical reports, prepare staff studies, fact sheets and other research/survey results.

Safety & Occupational Health Specialist GS-0018-07 (Trainee): Must have 12 months of specialized experience which provided the applicant with a practical knowledge of occupational and environmental safety hazards, and control and preventive methods; experience in developing training aids; presenting subject matter to supervisors/technicians in informal on-the-job environments, or in formal learning environment; experience in conducting studies and/or inspections of activities to evaluate and determine regulatory compliance, experience must

demonstrate knowledge of laws, regulations, and administrative procedures involved in assessing and assuring compliance; experience in fact-finding which includes obtaining information through systematic review of reference materials and from persons through interviews and questioning; experience preparing reports using data from various source documents, and preparing reports to prescribed guidelines.

Safety & Occupational Health Specialist GS-0018-09: Must have 24 months of specialized experience which required the applicant to acquire and apply knowledge of safety and occupational health laws, principles, and standards; experience in developing training aids; presenting subject matter to supervisors/technicians in informal on-the-job environments, or in formal learning environment; work experience in conducting studies and/or inspections of activities to evaluate and determine regulatory compliance; experience that demonstrates a knowledge of laws, regulations, and administrative procedures involved in assessing and assuring compliance; experience that demonstrates the applicant's ability to understand legal provisions, regulations, and administrative procedures and to apply them when analyzing specific situations; experience which demonstrates the ability to prepare reports using data from various source documents, and prepares reports according to prescribed guidelines.

KNOWLEDGES, SKILLS, AND ABILITIES: The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

1. Ability to learn safety and occupational health laws, principles and standards, through classroom instruction and on-the-job trainee assignments.
2. Knowledge of safety and occupational health laws, principles, standards, and inspection methods required to identify unsafe acts and working conditions.
3. Ability to communicate in writing and orally.
4. Ability to transfer information understandably to individuals and/or groups informally and in classroom situations.
5. Ability to understand and apply safety and occupational health laws, principles, standards, and inspection techniques.
6. Knowledge of safety and occupational laws, and inspection and survey techniques sufficient to identify hazardous work practices and to recommend corrective measures.
7. Ability to communicate with others to obtain and exchange information.
8. Skill in analyzing mishap data to determine trends including type of mishaps and equipment involved, and frequency and severity of mishaps to Government personnel and property.
9. Ability to prepare reports.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: Completion of a four year course of undergraduate study in an accredited college or university is qualifying for the GS-5 level.

Completion of one year of graduate level course study directly relevant to safety and occupational health work will satisfy the requirements for GS-7 positions.

Two full academic years of graduate education, which is in safety and occupational health management or safety engineering, industrial engineering, or directly related fields such as Industrial Hygiene, Fire Prevention Engineering or Industrial Psychology.

COPIES OF TRANSCRIPTS ARE REQUIRED FOR EDUCATION TO BE CREDITABLE

CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

CONDITIONS OF EMPLOYMENT:

- Must qualify for appropriate level of security clearance required for the position.
- Must maintain a compatible military unit, grade, and job assignment within the CA National Guard and wear appropriate military required grooming standards.

HOW TO APPLY:

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment or a current resume.
2. Attach any required documents (see Required Documents below).
3. Submit application package to the California National Guard – HRO Office via email at

NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

REQUIRED DOCUMENTS (Application Packet):

- OF 612, Optional Application for Federal Employment or current resume (mandatory)
- Transcripts, [if applicable](#)
- Miscellaneous Items (i.e., Flight Records, Bar Certification), [if applicable](#)
- SF-50/DD214 (Current or Former Competitive Employees, VEOA Eligible), [if applicable](#)
- SF 181, Ethnicity and Race Identification Form (optional)

APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE

www.calguard.ca.gov/cahr and at www.opm.gov/forms/ .

APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

The Human Resources Office will not accept applications via fax or mail without prior consideration from HRO Staffing. Resumes and Applications (OF 612) must include a valid return email address.

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of consideration. The rating you receive is based on your application and supporting documents that you provide. Please follow all instructions carefully. **Applications or resumes without a current return email will not be considered.** Errors or insufficient information may affect your rating.

ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific Time) BY THE CLOSING DATE INDICATED ABOVE.

VETERANS PREFERENCE DOES NOT APPLY.

All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to

NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER